

**TOWN OF STERLING  
1290 STATE ROUTE 104A  
STERLING, NEW YORK 13156  
PHONE (315) 947-6245 FAX (315) 947-5119**

**BUILDING PERMIT APPLICATION GUIDE  
REQUIRED DOCUMENTATION**

**This Guide is applicable to ALL single-family buildings and/or structures that are more than 1,500 square feet; ALL building and/or structural alterations that cost \$20,000 or more; or ALL building and structural alterations that involve structural change (Article 147, Sections 7209 & 7203 of the New York State Education Law).**

- 1) Submit with the Building Permit Application two sets of the following construction documentation:
  - a) Letter of Approval for existing Septic System from the Cayuga County Health Department or plans and drawing for a new Septic System SIGNED and STAMPED by a NYS registered Design Professional
    - i) Letter of Approval from Cayuga County Health Department after installation of new Septic System
  - b) Survey and/or Site Plan of the Property, SIGNED and STAMPED by a NYS registered Surveyor. Details on the Survey and/or Site Plan shall include, but not be limited to, –
    - i) Load-bearing values of foundation materials
    - ii) Location, elevation and dimension of all existing and proposed buildings, structures, wells, septic tanks and other intended work
    - iii) Measured distances of existing and proposed buildings and structures from Front, Rear and Side Setbacks, federal and/or state wetlands, Coastal Erosion line and Floodplain line
    - iv) Location of drainage ways, easements, right of ways and other deed restrictions
    - v) Location of service to all public utilities
    - vi) Location and dimensions of all driveways, curb cuts, and parking areas
  - c) Plans and drawings related to the construction or alteration of buildings or structures (including wood trusses) with plumbing, electrical and mechanical details SIGNED and STAMPED by a NYS registered architect or license professional engineer. The Cover Sheet shall include, but not be limited to, –
    - i) Date of asbestos demolition survey (if applicable)
    - ii) Climatic and Geographic Design Criteria
    - iii) Design Loads (Dead, Live and Impact Loads)
    - iv) Number of occupants to be accommodated in rooms and space
    - v) Use of all unoccupied space in existing and proposed buildings or structure(s)
    - vi) Design Mix of Concrete
    - vii) Construction Classifications of Building Elements
    - viii) Certification of Energy Compliance
- 2) Other Required Documents to submit:
  - a) Application for Cayuga County 911 Permit to verify Street Address
  - b) Application for a Coastal Erosion (6 NYCRR Part 505) Permit to comply with the Coastal Erosion Program of New York State, if applicable
  - c) Application for Driveway Permit for access to a New York State, Cayuga County or Town of Sterling highway or road, if applicable
  - d) Acknowledgement from “Dig Safely New York” (800-962-7962) and/or appropriate releases from utilities serving Property
  - e) Insurance Certificates for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner’s contractor(s) that names the “Town of Sterling, 1290 State Route 104A, Sterling, New York 13156” as the Certificate Holder.
    - i) If the Property Owner is doing all of the construction him or her self, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner’s Insurance Policy.

**TOWN OF STERLING  
1290 STATE ROUTE 104A  
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PHONE (315) 947-6245 FAX (315) 947-5119**

**BUILDING PERMIT APPLICATION GUIDE  
REQUIRED DOCUMENTATION**



**This Guide is applicable to ALL manufactured and modular homes as defined in the Residential Code of New York State (R101.2.3 & R101.2.5).**

- 1) Submit with the Building Permit Application two sets of the following construction documentation:
  - a) Letter of Approval for existing Septic System from the Cayuga County Health Department or plans and drawing for a new Septic System SIGNED and STAMPED by a NYS registered Design Professional
    - i) Letter of Approval from Cayuga County Health Department after installation of new Septic System
  - b) Survey and/or Site Plan of the Property, SIGNED and STAMPED by a NYS registered Surveyor. Details on the Survey and/or Site Plan shall include, but not be limited to, –
    - i) Soil type and load-bearing values of foundation materials
    - ii) Location, elevation and dimension of all existing and proposed buildings, structures, wells, septic tanks and other intended work measured distances of existing and proposed buildings and structures from Front, Rear and Side Setbacks, Front yard (facing street) setback
      - (a) 80 feet from edge of right of way Agriculture-Residential District
      - (b) 50 feet from edge of right of way for Hamlet and Water Front Districts
      - (c) Add 25 feet measured from middle of most County and Town Roads
      - (d) Add 33 feet measured from middle of most State Roads
      - (e) Side yard setback - 20 feet
      - (f) Rear yard setback - 35 feet
    - iii) Location of federal and/or state wetlands, Coastal Erosion line and Floodplain line
    - iv) Location of drainage ways, easements, right of ways and other deed restrictions
    - v) Location of service to all public utilities
    - vi) Location and dimensions of all driveways curb cuts, and parking areas
  - c) SIGNED AND STAMPED Plan(s) and drawing(s) by a NYS registered Design Professional site specific to the slab-on-ground, crawl space or basement.
  - d) All REQUIRED DOCUMENTATION (see reverse side of application)
    - ii) Manufacturer's Serial Number
    - iii) Location of Data Plate
    - iv) Name of Retailer
    - v) Skirting Materials
    - vi) Number of Exits
    - vii) Number of Smoke & Carbon Monoxide Detectors
    - viii) Form of Utilities to provide light, heat and air conditioning
- 2) Other Required Documents to submit:
  - a) Application for Cayuga County 911 Permit to verify Street Address
  - b) Application for a Coastal Erosion (6 NYCRR Part 505) Permit to comply with the Coastal Erosion Program of New York State, if applicable
  - c) Application for Driveway Permit for access to a New York State, Cayuga County or Town of Sterling highway or road, if applicable
  - d) Acknowledgement from "Dig Safely New York" (800-962-7962) and/or appropriate releases from utilities serving Property
  - e) Insurance Certificates for Workers' Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner's contractor(s) that names the "Town of Sterling, 1290 State Route 104A, Sterling, New York 13156" as the Certificate Holder.
  - f) If the Property Owner is doing all of the construction him or herself, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner's Insurance Policy

**TOWN OF STERLING**  
**OFFICE OF CODE ENFORCEMENT**  
**1290 STATE ROUTE 104A**  
**STERLING, NY 13064**  
**PHONE (315) 947-6245 FAX (315) 947-5119**

**BUILDING PERMIT APPLICATION GUIDE**  
**REQUIRED DOCUMENTATION**



**This Guide is applicable to ALL manufactured and modular homes as defined in the Residential Code of New York State (R101.2.3 & R101.2.5).**

No manufactured home may be installed in the State of New York at any time on or after January 1, 2006 unless:

(1) The manufacturer of such manufactured home shall have obtained a manufacturer's warranty seal from the Department of State and shall have attached such manufacturer's warranty seal to such manufactured home, and

(2) The installer of such manufactured home shall have obtained an installer's warranty seal from the Department of State and shall have attached such installer's warranty seal to such manufactured home. The installer shall attach such installer's warranty seal after installation is complete.

(b) The manufacturer's warranty seal and installer's warranty seal shall be attached in a permanent fashion in a built-in closet in the master bedroom of such manufactured home. The seals shall be attached at places within the closet where both seals can be readily seen and read when the closet door is open. For the purposes of this subdivision, if there is one bedroom in the manufactured home, such bedroom shall be deemed to be the master bedroom; if there are two bedrooms in the manufactured home, the larger bedroom shall be deemed to be the master bedroom; if there are three or more bedrooms in the manufactured home, the largest bedroom shall be deemed to be the master bedroom; and if there are more than one built-in closet in the master bedroom, manufacturer's warranty seal and installer's warranty seal shall be attached in the larger (or largest) built-in closet in the master bedroom. If there is no built-in closet in the master bedroom, the manufacturer's warranty seal and installer's warranty seal shall be attached in such other place or places as may be approved by the Department of State in writing.

The term "installer's warranty seal" shall mean a New York State installer's warranty seal obtained by an installer from the Department of State pursuant to section 603(2) of the Executive Law;

**A manufactured home which is installed or re- installed in the State of New York (whether at its original site of installation or at a new site) on or after January 1, 2006, must have an installer's warranty seal attached at the time of such re-installation.**

An installer attaching an installer's warranty seal to a manufactured home will be deemed to warrant to the to the buyer of such manufactured home;

(1) That the installation of such manufactured home meets the standards of the uniform code, and  
(2) That the installer is certified by the Department of State (or, in the case of a seal affixed prior to July 1, 2006, that the installer satisfies all applicable standards for certification as an installer and intends to obtain such certification).

No governmental agency or department or other person or entity responsible for issuing certificates of occupancy in any jurisdiction shall issue a certificate of occupancy for any manufactured home installed in such jurisdiction at any time on or after January 1, 2006 unless

(1) The manufacturer's warranty seal required by this section has been attached to such manufactured home  
(2) The installer's warranty seal required by this section has been attached to such manufactured home

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OFFICE OF CODE ENFORCEMENT  
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**Manufactured and Modular Homes  
BUILDING PERMIT APPLICATION GUIDE  
(CONSTRUCTION AND FINAL INSPECTIONS)**

Inspections shall be done at each stage of construction (19 NYCRR Part 1203).

- 1) Failure to request an inspection at the stages of construction or completion of the construction of the building or structure may mean the revocation of the Building Permit.
  - a) Request Inspection by calling the Town Clerk at least two-days in advance, Monday through Friday except holidays.
    - i) For “internal work” more than one inspection may be necessary (plumbing and/or electrical work that will later be covered by a wall).
    - ii) Do **NOT** proceed to the next step of construction if such “internal work” has not been inspected.
  - b) If the Building Inspector is not available on the date requested for the Inspection, the Town Clerk is authorized to instruct you to take pictures and provide them within 48-hours to the Town Clerk.
    - i) The Building Inspector can require the removal of pour, backfill, sheet rock, etc. if the pictures denote incorrect procedures were followed by the Contractor.
- 2) Construction Inspections during stages of construction (19 NYCRR Part 1203) –
  - a) Footing - When forms are in place, but **before** being poured
  - b) Foundation - When foundation wall is in place, but **before** backfilling
  - c) Concrete Slab - When forms are in place, but before being poured
  - d) Solid fuel burning heating appliances, chimneys, flues or gas vents
  - e) Final Inspection and/or Certificate of Occupancy or Compliance (19 NYSCC Part 1203) must be issued **BEFORE** anyone can reside, assemble or use a building or related structure including, but not limited to, single-family buildings and related structures, commercial buildings and related structures, manufactured homes, trailers, decks, porches, sheds and in-ground or above-ground pools –
    - i) When all work is complete, but **after** the –
      - (1) Final Approval by the Cayuga County Health Department of the installed septic tank
      - (2) Final Inspection by a Certified Electrical Inspector of the electrical wiring, junction boxes and service
        - (a) Electrical Inspections can be requested by calling 594-8966.
      - (3) Verification that “Installer’s Seal” has been issued by installer.

**OFFICIAL USE ONLY:**

Date Submitted: _____	Building Permit Fee: _____	Date Footing Inspection: _____ By: _____
Date Denied: _____	Building Permit Paid: (yes)____(no)____	Date Foundation Inspection: _____ By: _____
Reason Denied: _____	Town Taxes Paid: (yes)____(no)____	Date Framing Inspection: _____ By: _____
Date Appealed: _____	Date Septic System Approved: _____	Date Insulation Inspection: _____ By: _____
Decision of Appeal: _____		Date Plumbing Inspection: _____ By: _____
Date Approved: _____	By: _____	Date Electrical Inspection: _____ By: _____
Date Final Inspection: _____ By: _____		

Date Certificate of Occupancy or Date Certificate of Compliance Issued: \_\_\_\_\_ By: \_\_\_\_\_

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**BUILDING PERMIT APPLICATION GUIDE  
REQUIRED DOCUMENTATION**



**This Guide is applicable to ALL single-family buildings and/or structures that are  
1,500 square feet or less.**

- 1) Submit with the Building Permit Application two sets of the following construction documentation:
  - a) Letter of Approval for existing Septic System from the Cayuga County Health Department or plans and drawing for a new Septic System SIGNED and STAMPED by a NYS registered Design Professional
    - i) Letter of Approval from Cayuga County Health Department after installation of new Septic System
  - b) Survey of the Property, SIGNED and STAMPED by a NYS registered Surveyor.
    - i) If no Survey is available, the Code Enforcement Office will accept a notarized Tax Map.
  - c) Plans and drawings related to the construction or alteration of buildings or structures (including wood trusses) with plumbing, electrical and mechanical details. The Cover Sheet shall include, but not be limited to –
    - i) Design Loads (Dead, Live and Impact Loads)
    - ii) Number of occupants to be accommodated in rooms and space
    - iii) Use of all unoccupied space in existing and proposed buildings or structure(s)
    - iv) Design Mix of Concrete
    - v) Construction Classifications of Building Elements
    - vi) Method of Energy Compliance
- 2) Other Required Documents to submit:
  - a) Application for Cayuga County 911 Permit to verify Street Address
  - b) Application for a Coastal Erosion (6 NYCRR Part 505) Permit to comply with the Coastal Erosion Program of New York State, if applicable
  - c) Application for Driveway Permit for access to a New York State, Cayuga County or Town of Sterling highway or road, if applicable
  - d) Acknowledgement from “Dig Safely New York” (800-962-7962) and/or appropriate releases from utilities serving Property
  - e) Insurance Certificates for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner’s contractor(s) that names the “Town of Sterling, 1290 State Route 104A , Sterling, New York 13156” as the Certificate Holder.
    - i) If the Property Owner is doing all of the construction him or her self, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner’s Insurance Policy.

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**BUILDING PERMIT APPLICATION GUIDE  
REQUIRED DOCUMENTATION**



**This Guide is applicable to the construction of ALL detached garages and pole barns.**

- 1) Submit with the Building Permit Application two sets of the following construction documentation:
  - a) Survey of the Property, SIGNED and STAMPED by a NYS registered Surveyor.
    - i) If no Survey is available, the Code Enforcement Office will accept a notarized Tax Map.
  - b) Plans and drawings related to the construction or alteration of a detached garage or pole barn. An 8 1/2 x 11 sheet(s) shall include, but not be limited to –
    - i) Design Loads (Dead, Live and Impact Loads)
    - ii) Use of all unoccupied space in existing and proposed buildings or structure(s)
    - iii) Design Mix of Concrete
    - iv) Construction Classifications of Building Elements
- 2) Other Required Documents to submit:
  - a) Application for Driveway Permit for access to a New York State, Cayuga County or Town of Sterling highway or road
  - b) Acknowledgement from “Dig Safely New York” (800-962-7962) and/or appropriate releases from utilities serving Property
  - c) Insurance Certificates for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner’s contractor(s) that names the “Town of Sterling, 1290 State Route 104A, Sterling, New York 13156” as the Certificate Holder.
    - i) If the Property Owner is doing all of the construction him or herself, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner’s Insurance Policy.

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**BUILDING PERMIT APPLICATION GUIDE**  
**REQUIRED DOCUMENTATION**



**This Guide is applicable to the construction or installation of ALL decks and/or porches to manufactured, modular or mobile homes.**

- 1) Submit with the Building Permit Application two sets of the following construction documentation:
  - a) Survey of the Property, SIGNED and STAMPED by a NYS registered Surveyor.
    - i) If no Survey is available, the Code Enforcement Office will accept a notarized Tax Map.
  - b) Plans and drawings related to the construction or installation of the deck and/or porch. An 8 1/2 x 11 sheet(s) shall include, but not be limited to, –
    - 1) Drawing of building
    - 2) Cross section
    - 3) Show side view with materials used
    - 4) Roof and pitch of roof, materials used
    - 5) Poles or footers, show depth to frost line or cross section of footers
    - 6) Show all openings, where they will be, size of doors & windows
  - c) Decks and/or porches shall **NOT** be attached to the manufactured, modular or mobile home.
- 2) Other Required Documents to submit:
  - a) Acknowledgement from “Dig Safely New York” (800-962-7962) and/or appropriate releases from utilities serving Property
  - b) Insurance Certificates for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner’s contractor(s) that names the “Town of Sterling, 1290 State Route 104A, Sterling, New York 13156” as the Certificate Holder.
    - 1) If the Property Owner is doing all of the construction him or herself, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner’s Insurance Policy.

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**BUILDING PERMIT APPLICATION GUIDE  
REQUIRED DOCUMENTATION**



**This Guide is applicable to the construction or installation of ALL decks, porches and sheds.**

1) Submit with the Building Permit Application two sets of the following construction documentation:

- c) Survey of the Property, SIGNED and STAMPED by a NYS registered Surveyor.
  - i) If no Survey is available, the Code Enforcement Office will accept a notarized Tax Map.
- d) Plans and drawings related to the construction or installation of the deck, porch and/or shed. An 8 1/2 x 11 sheet(s) shall include, but not be limited to, –

- 1) Drawing of building
- 2) Cross section
- 3) Show side view with materials used
- 4) Roof and pitch of roof, materials used
- 5) Poles or footers, show depth to frost line or cross section of footers
- 6) Show all openings, where they will be, sizes of doors & windows

2) Other Required Documents to submit:

- c) Acknowledgement from “Dig Safely New York” (800-962-7962) and/or appropriate releases from utilities serving Property
- d) Insurance Certificates for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner’s contractor(s) that names the “Town of Sterling, 1290 State Route 104A, Sterling, New York 13156” as the Certificate Holder.
  - 1) If the Property Owner is doing all of the construction him or her self, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner’s Insurance Policy.

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**BUILDING PERMIT APPLICATION GUIDE**  
**REQUIRED DOCUMENTATION**



**This Guide is applicable to the installation of ALL in-ground & above ground pools.**

- 1) Submit with the Building Permit Application two sets of the following construction documentation:
  - a) Survey of the Property, SIGNED and STAMPED by a NYS registered Surveyor.
    - i) If no Survey is available, the Code Enforcement Office will accept a notarized Tax Map.
    - ii) Acknowledgement from NYSDEC that it has received a Notice of Intent (NOI)
  - b) A copy of the brochure for the pool that you are purchasing
    - i) Note – HARD WIRING ONLY, NO extension cords shall be allowed.
- 2) Other Required Documents to submit:
  - a) Acknowledgement from “Dig Safely New York” (800-962-7962) and/or appropriate releases from utilities serving Property
  - b) Insurance Certificates for Workers’ Compensation and Disability Insurance (New York State Workers Compensation Law, Section 57; General Municipal Law, Section 125; and Disability Benefits Law, Section 220) as well as an insurance certificate for liability insurance from the Property Owner’s contractor(s) that names the “Town of Sterling, 1290 State Route 104A, Sterling, New York 13156” as the Certificate Holder.
    - i) If the Property Owner is doing all of the construction him or herself, the Property Owner shall attached a notarized Affidavit of Exemption Form (BP-1) and submit proof of a Homeowner’s Insurance Policy
- 3) **Please note:** Barriers, such as fences, are **required** around swimming pools, hot tubs and spas. This includes both fixed and portable units, including pre-formed or inflatable pools. The only exception is when a swimming pool is not able to contain more than 24” of water. For above ground pools, the side wall can be used as part of the barrier as long as the walls are 48” above the ground and access to the ladder is secured.

**TOWN OF STERLING**  
**1290 STATE Route 104A**  
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**BUILDING PERMIT APPLICATION GUIDE**  
**(DOCUMENTATION DETAIL)**

- 1) Property Owner or Property Owner's Contractor may commence work **ONLY AFTER** the Property Owner has received a Building Permit (Zoning Code, Town of Sterling). If construction or installation of a building or structure has begun without a Building Permit being issued, the building or structure being constructed or installed may have to be DEMOLISHED or REMOVED immediately.
- 2) The Building Permit **SHALL** be prominently displayed (19 NYCRR Part 1203) on the premises to which it pertains
  - a) If necessary, place Building Permit in sealed bag and affix to building or structure.
  - b) A copy of the blueprints and construction specifications shall be on site and available\* to the Building Inspector at all times.
- 3) A Building Permit shall be valid for one year from issuance date (Zoning Code, Town of Sterling).
  - a) Building Permits may be renewed.
  - b) Building Permit fees are non-refundable.
- 4) Survey and/or Site Plan shall include, but not be limited to, –
  - b) Location, elevation and dimension of all existing and proposed buildings, structures, wells, septic tanks and other intended work
    - i) Do **NOT** locate any building or structure including a fence on the side or rear Lot Line.
  - c) Minimum Lot Size
    - i) Agriculture-Residential District – 20,000 square feet
    - ii) Residential District– 12,000 square feet
    - iii) Central Business District – 5,000 square feet
  - d) Measured distances of existing and proposed buildings and structures from Front, Rear and Side Setbacks, federal and/or state wetlands, Coastal Erosion line and Floodplain line
    - i) Setback Requirements
      - (1) Front yard (facing street) setback
        - (a) 80 feet from edge of right of way Agriculture-Residential District
        - (b) 50 feet from edge of right of way for Hamlet and Water Front Districts
        - (c) Add 25 feet measured from middle of most County and Town Roads
        - (d) Add 33 feet measured from middle of most State Roads
      - (2) Side yard setback - 20 feet
      - (3) Rear yard setback - 35 feet
  - e) Location of drainage ways, easements, right of ways and other deed restrictions
  - f) Location of service to all public utilities
  - g) Location and dimensions of all driveways, curb cuts, and parking areas
- 5) Minimum requirements for habitable space (a space in a building for living, sleeping, eating or cooking)
  - a) Aggregate glazing area (the interior surface area of all skylights, roof windows, vertical windows, opaque doors, glazed doors, glass block and combination of opaque/glazed doors that enclosed conditioned space) of not less than 8 percent of the floor area of such rooms
  - b) Natural ventilation shall be through windows, doors, louvers or other approved openings to the outdoor air of not less than 4 percent
  - c) Every dwelling unit (occupied for living purposes) shall have at least one habitable room of not less than 120 square feet.
    - i) Other habitable rooms shall not be less than 70 square feet
    - ii) Kitchens shall not be less than 50 square feet
  - d) Ceiling height shall not be less than 7 feet 6 inches
    - i) Basements shall not be less than 7 feet of the finished floor
    - ii) Hallways, corridors, bathrooms, toilet rooms and laundry rooms shall not be less than 7 feet

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**BUILDING PERMIT APPLICATION GUIDE  
(DOCUMENTATION DETAIL cont'd)**

6) Plans and drawings related to the construction or alteration of buildings or structures (including wood trusses) with plumbing, electrical and mechanical details shall include, but not limited to –

a) Design Loads –

i) Minimum Climatic and Geographic Design Criteria for calculations –

GROUND <sup>a</sup> SNOW LOAD	WIND Speed <sup>b</sup> (mph)	SEISMIC DESIGN CATEGORY <sup>c</sup>	SUBJECT TO DAMAGE FROM  Weathering <sup>d</sup> Frost Line Depth <sup>e</sup> Termite <sup>f</sup> Decay <sup>g</sup>	WINTER DESIGN TEMP <sup>h</sup>	ICE SHIELD UNDERRLAYMENT REQUIRED	FLOOD HAZARDS <sup>i</sup>
55	90	C	Severe 48" Slight to Moderate None to Slight	13F <sup>0</sup>	Yes	Ask for Verification

ii) Dead Load – This is the weight of all materials of construction incorporated into a building or other structure that the structural components can safely carry by –

- (1) Identify all the materials used
- (2) Determine the common weight of each material used
- (3) Identify the square footage (area) of the building that contains each material
- (4) Multiply the common weight of each material used by the square footage of the building that contains each material to determine the pounds per square foot (psf)
- (5) If the psf is over 15 psf for roofs/ceiling assemblies or 10 psf for floor assemblies, the Property Owner shall follow the Building Code (see 301.2.2.4, Residential Code)

iii) Live Load – These are loads produced by the use and occupancy of a building or other structure.

- (1) Use Table 301.4, Residential Code for Minimum Residential Live Loads

b) Concrete Design Mix

- i) Concrete shall have a minimum specified compressive strength (Table 402.2, Residential Code).
- ii) Mix shall comply with applicable standards (ACI 318-99, American Concrete Institute).

c) Construction Classification

- i) Type I or II where building elements listed in Table 601 of Building Code are noncombustible
- ii) Type III which the exterior walls are of noncombustible materials and the interior building elements are of any material permitted by the Building Code
- iii) Type IV (Heavy Timber) in which the exterior walls are of noncombustible materials and the interior building elements are of solid or laminated wood without concealed spaces
- iv) Type V in which the structural elements, exterior walls and interior walls are of any materials permitted by the Building Code

d) Building Materials including, but not limited to, -

- i) Footers, foundation, floor, walls, jack studs, headers, wood trusses, and roof
- ii) Door, windows and finish schedules
- iii) Sections, details and connections similar to Figure 403.1(2) or Figure 403.1(3), Residential Code
- iv) Joist Hangers shall be installed in accordance with the manufacturers directions.

e) The construction or installation of Conditioned Space ((space within a building that is provided with heating and/or cooling equipment or systems) requires that a statement to which method or approach was used in determining compliance

f) If repairing, renovating, altering, converting or reconstructing an existing building or structure, refer to Appendix J of the Residential Code and/or Appendix K of the Building Code for guidance

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**BUILDING PERMIT APPLICATION GUIDE**  
**(CONSTRUCTION AND FINAL INSPECTIONS)**

Inspections shall be done at each stage of construction (19 NYCRR Part 1203).

- 3) Failure to request an inspection at the stages of construction or completion of the construction of the building or structure may mean the revocation of the Building Permit.
- a) Request Inspection by calling the Town Clerk at least two-days in advance, Monday through Friday except holidays.
    - i) For “internal work” more than one inspection may be necessary (plumbing and/or electrical work that will later be covered by a wall).
    - ii) Do **NOT** proceed to the next step of construction if such “internal work” has not been inspected.
  - b) If the Building Inspector is not available on the date requested for the Inspection, the Town Clerk is authorized to instruct you to take pictures and provide them within 48-hours to the Town Clerk.
    - i) The Building Inspector can require the removal of pour, backfill, sheet rock, etc. if the pictures denote incorrect procedures were followed by the Contractor.
- 4) Construction Inspections during stages of construction (19 NYCRR Part 1203) –
- a) Footing - When forms are in place, but **before** being poured
  - b) Foundation - When foundation wall is in place, but **before** backfilling
  - c) Concrete Slab - When forms are in place, but before being poured (Commercial Only)
  - d) Framing - When framing is complete (a preliminary plumbing and electrical inspections shall be made at the same time)
  - e) Building systems, including underground and rough-in
  - f) Insulation - When insulation is in place, but **before** sheet rocking
  - g) Solid fuel burning heating appliances, chimneys, flues or gas vents
  - h) Final Inspection and/or Certificate of Occupancy or Compliance (19 NYSCC Part 1203) **before** anyone can reside, assemble or use a building or related structure including, but not limited to, single-family buildings and related structures, commercial buildings and related structures, manufactured homes, trailers, decks, porches, sheds and in-ground or above-ground pools –
    - i) When all work is complete, but **after** the –
      - (1) Final Inspection by the Cayuga County Health Department of the installed septic tank
      - (2) Final Inspection by a Certified Electrical Inspector of the electrical wiring, junction boxes and service
        - (a) Electrical Inspections can be requested by calling 594-8966.

**OFFICIAL USE ONLY:**

Date Submitted: _____	Building Permit Fee: _____	Date Footing Inspection: _____	By: _____
Date Denied: _____	Building Permit Paid: (yes)____(no)_____	Date Foundation Inspection: _____	By: _____
Reason Denied: _____	Town Taxes Paid: (yes)____(no)_____	Date Framing Inspection: _____	By: _____
Date Appealed: _____	Date Septic System Approved: _____	Date Insulation Inspection: _____	By: _____
Decision of Appeal: _____		Date Plumbing Inspection: _____	By: _____
Date Approved: _____	By: _____	Date Electrical Inspection: _____	By: _____

Date Final Inspection: \_\_\_\_\_ By: \_\_\_\_\_

Date Certificate of Occupancy or Date Certificate of Compliance Issued: \_\_\_\_\_ By: \_\_\_\_\_

**TOWN OF STERLING**  
**1290 STATE ROUTE 104A**  
**STERLING, NEW YORK 13156**  
**PHONE (315) 947-6245 FAX (315) 947-5119**

**GARAGES & CARPORTS**

- 1) **Opening protection.** Openings from a private garage directly into a room used for sleeping purposes shall not be permitted. Other openings between the garage and residence shall be equipped with a 45-minute fire-rated door assembly equipped with a self-closing device.
  - a) **Duct penetration.** Ducts in the garage and ducts penetrating the walls or ceilings separating the dwelling from the garage shall be constructed of a minimum No. 26 gage (0.48 mm) sheet steel and shall have no openings into the garage.
  - b) **Separation required.** The garage shall be separated from the residence and its attic area by horizontal or vertical separations conforming to 309.2.1 and 309.2.2 of the Residential Code.
    - i) **Vertical separations.** Where partitions are used to separate vertically an attached garage from a dwelling or its attic, the partition assembly shall have a 3/4-hour fire-resistance rating.
      - (1) **EXCEPTION:** In lieu of providing partitions that have a 3/4-hour fire-resistance rating, one layer of 5/8-inch-thick, Type-X, gypsum board may be installed on the garage side and one layer of 1/2-inch-thick, Type-X, gypsum board may be installed on the opposite side. Application shall be in accordance with 702.3 of the Residential Code.
        - (a) The gypsum board shall be attached to wood framing at least 1.5 inches thick.
        - (b) Screws shall be Type W or Type S.
        - (c) For details the spacing of framing members and fasteners, see Table 702.3.5, Residential Code)
          - (i) **Example:** 1/2" gypsum installed on 16" o.c. wall framing without use of adhesive requires screws every 16 inches.
      - ii) **Horizontal separations.** Where horizontal construction is used to separate the garage from the residence or its attic, such construction shall be protected with one layer of 5/8-inch-thick, Type-X, gypsum board, installed in accordance with the requirements of §RR805.1 of the Residential Code. Openings in horizontal separations shall not be permitted except where the residence is otherwise protected by vertical separations. Where the horizontal separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 5/8 inch (15.87 mm) Type-X gypsum board or equivalent. This section refers us to R702 of the Residential Code.
        - (a) The gypsum board shall be attached to wood framing at least 1.5 inches thick.
        - (b) Screws shall be Type W or Type S.
        - (c) For details the spacing of framing members and fasteners, see Table 702.3.5 of the Residential Code
          - (i) **Example:** 5/8" gypsum installed on 24" o.c. ceiling framing without use of adhesive requires screws every inches. **Footnote "e":** Type X gypsum board for garage ceilings beneath habitable rooms shall be installed perpendicular to the ceiling framing and **shall be fastened at maximum 6" o.c.** by
  - 2) **Floor surface.** Garage floor surfaces shall be of approved noncombustible material, minimum 1-7/8" 6d coated nails or equivalent drywall screws.
    - a) The area of floor used for parking of automobiles or other vehicles shall be sloped to facilitate the movement of liquids to a drain or toward the main vehicle entry doorway.
    - b) **Flood hazard areas.** For buildings located in flood hazard areas as established by Table 301.2 (1) of the Residential Code, garage floors shall be –
      - i) Elevated to or above the design flood elevation as determined in 327 of the Residential Code
      - ii) Located below the design flood elevation provided they are at or above grade on all sides, are used solely for parking, building access, or storage, meet the requirements of 327 of the Residential Code, and are otherwise constructed in accordance with this code.
  - 3) **Carports.** Carports shall be open on at least two sides. Carport floor surfaces shall be of approved noncombustible material. Carports not open on at least two sides shall be considered a garage and shall comply with the provisions of this section for garages.
    - a) **EXCEPTION:** Asphalt surfaces shall be permitted at ground level in carports.

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**TRUSS TYPE CONSTRUCTION**

- 1) **Definition.** For the purposes of this Part, truss type construction shall mean a fabricated structure of wood or steel, made up of a series of members connected at their ends to form a series of triangles to span a distance greater than would be possible with any of the individual members on their own. Truss type construction shall not include:
  - a) individual wind or seismic bracing components which form triangles when diagonally connected to the main structural system; and
  - b) structural components that utilize solid plate web members.
- 2) **Identification.** Truss type construction shall be identified by a sign or signs.
  - a) Signs shall be affixed where a building or a portion thereof is classified as Group A, B, E, F, H, I, M, or S occupancy, and in hotels and motels classified as Group R-1 or R-2 occupancy, in accordance with the provisions for the classification of buildings set forth in Chapter 3 of the Building Code.
  - b) Signs shall be provided in newly constructed buildings that utilize truss type construction and in existing buildings where an addition that extends or increases the floor area of the building utilizes truss type construction. Signs shall be affixed prior to the issuance of a certificate of occupancy or a certificate of compliance.
  - c) Signs identifying the existence of truss construction shall consist of a circle 6 inches (152.4 mm) in diameter, with a stroke width of ½ inch (12.7 mm). The sign background shall be reflective white in color. The circle and contents shall be reflective red in color, conforming to Pantone matching system (PMS) #187. Where a sign is directly applied to a door or sidelight, it may be a permanent non-fading sticker or decal. Signs not directly applied to doors or sidelights shall be of sturdy, non-fading, weather resistant material.
  - d) Signs identifying the existence of truss construction shall contain the roman alphanumeric designation of the construction type of the building, in accordance with the provisions for the classification of types of construction set forth in 602 of Building Code, and an alphabetic designation for the structural components that are of truss construction, as follows:
    - i) “F” shall mean floor framing, including girders and beams
    - ii) “R” shall mean roof framing
    - iii) “FR” shall mean floor and roof framing
    - iv) The construction type designation shall be placed at the twelve o’clock position over the structural component designation, which shall be placed at the six o’clock position.
  - e) Signs identifying the existence of truss construction shall be affixed in the locations noted below –
